

Diploma in European and Asian Languages
English 2024-2025
Annual wise distribution of Courses

Course Code	Title of Paper	Total Marks
1	Sounds and Grammar	100
2	Translation and Comprehension	100
	Total	200

Sheel Sharma
09/08/2024

Diploma in European and Asian Languages English 2024-2025

Paper - I

Sounds and Grammar

100 Marks

- * English Vowels and Diphthongs (10 Marks)
- * English Consonants (10 Marks)
- * Phonetic Transcription of English Words (10 Marks)
- * Parts of Speech, their Grammatical Formations (10 Marks)
- * Sentence Construction, Sentence Patterns (10 Marks)
- * Word Building and Vocabulary - Antonyms, (10 Marks)
Synonyms, Homonyms, Proverbs, Idioms
- * Grammar- Nouns - Countable and Uncountable (use of 'a', 'an', 'some' and 'any'),
use of Articles, Pronouns, Verbs- Main and Auxiliary, Prepositions. Tenses- their forms
and use, agreement of the verb with the subject, Active and Passive Voice, Non-Finites-
The Gerund, Infinitive, and Participles, Kinds of Sentence, Statement, Commands,
Negative, Questions; Simple, Complex, and Compound, Reported
Speech and Direct Narration. (30 Marks)
- * Correction of Common Errors (10 Marks)

Books Recommended:

- (1) A Remedial English Grammar - F.T. Wood.
- (2) An Intermediate Grammar and Composition - M.L. Tikkoo and Subramonyam.
- (3) Living English Structure - S. Allen.
- (4) English Pronouncing Dictionary - D. Jones.

Shail Shersma
09/08/2024

Diploma in European and Asian Languages –English 2024-2025

Paper - II

Translation and Comprehension

100 Marks

Translation of a Passage: English to Hindi and Vice-Versa (20 Marks)

Comprehension - Unseen Passage in English, and
answering Simple Questions There on

(a) Prose-Piece Comprehension (4 Marks)

Vocabulary (4 Marks)

(b) Short Poem Comprehension (4 Marks)

Vocabulary (3 Marks)

Precis Writing (5 Marks)

Letter Writing- Formal (5 Marks)

Informal (5 Marks)

Resume/Biodata/CV (5 Marks)

Essay Writing- Advertisement (15 Marks)

E-mail (5 Marks)

Notice Writing (5 Marks)

Picture Writing (10 Marks)

Dialogue Writing (10 Marks)

Books Recommended:

- (1) A Remedial Course in English for Colleges (Book I) - B.K. Das and A. David (COEFL, O.U.P.)
- (2) General English - Ganguli and Word
- (3) Simplifying Spelling Structures- Deepika Dhand. Himalayan Publishing House
- (4) Email Etiquette: Netiquette for the Information Age by David Tufley
- (5) Write Effective e mails at Work by Ramakrishna Reddy.
- (6) How to Translate into English by R P Sinha, Bharti Bhavan Publication. p

Sheel Sharma 09/08/2024